

# Westside High School Media Handbook



Beth Schad, Principal  
Britt Key, Media Specialist

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## **Mission Statement**

The mission of Westside High School's library media center is to prepare students to become lifelong learners by providing resources for information, access to informational, educational, and cultural materials in a variety of formats and technologies, and to stimulate an interest in and promote the love of reading. The school library media program also strives to ensure that students and staff are effective users of ideas and information as outlined in Information Power: Guidelines for School Library Media Programs (American Association of Librarians and Association of Education Communication and Technology, Chicago: 1998):

- To provide students, faculty, and staff with materials that will enrich and support the curriculum within the school.
- To provide materials that will stimulate growth in factual knowledge, literary appreciation, ethical standards, and knowledge, literary appreciation, ethical standards and aesthetic and moral values.
- To provide materials that will help users to locate, identify, and select resources proficiently from a variety of media.
- To work with other educators to design learning strategies to meet the needs of individual students.

## **Statement of Flexible Scheduling**

State law requires school media centers to operate on a flexible schedule:

- The media center is open to students and faculty members at all times
- The media center should be available for students and teachers to use according to instructional need rather than a predetermined schedule
- Richmond County policy states that the teacher is to remain with his/her class
- Cooperative planning between the media specialist and the teacher to help integrate resources and technology across the curriculum
- Students may visit the media center individually or with a group of no more than five students throughout the day
- Students must have a pass when visiting the media center. Passes are required for students to come during lunch.

Teachers must complete a Collaboration Form and plan with the media specialist at least one week in advance.

A sign-up sheet is located in the media center at the circulation desk. Teachers may sign-up for classroom use of the media center to do research, check-out books, speakers, lessons on library skills and information literacy, and collaborative lessons.

## **Purpose of the Building Media/Technology Committee**

The committee meets as often as needed and is responsible for making recommendations for the media program in the school concerning:

- Long range goals for all types of media used by the instructional program
- Budget priorities
- Reconsideration of material
- Operational procedures
- Copyright adherence
- Program evaluation
- Policies for disposition of gifts
- Policies for non-school owned materials in the classroom
- Assisting the media specialist in evaluating and prioritizing requests from the faculty and students for additional materials for the media collection

The media specialist will be responsible for working with the Building Media and Technology Committee to ensure that the appropriate equipment and materials are available for instructional use in the media center. The media specialist will be responsible for ordering all print, non-print, audio-visual materials and equipment necessary to serve our students, teachers, staff members, and parents.

## **Members of the School Media and Technology Committee:**

Principal	Beth Schad
Assistant Principals	Chris Hughes
	Lisa Norwood
Media Specialist	Britt Key
Teachers	William Christman
	Kyle Finnegan
	Kim White
	Merritt Hawkinberry
	Benjamin Mattice
	Jeffrey Heggs

Parent	Alexis Anderson
Student	Mia Rodriguez

## **Library Materials Selection**

The Westside High School Committee endorses the School Library Bill of Rights, as adopted by the American Library Association, which asserts that the responsibility of the school library is to:

1. Provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities, and maturity levels of the students served.
2. Provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards.
3. Provide a background of information that will enable students to make intelligent judgments in their daily lives.
4. Provide materials representative of the many religious, ethnic, and cultural groups and their contributions to our American heritage.
5. Place principle above personal opinion and reason above prejudice in the selection of materials of the highest level in order to assure a comprehensive collection appropriate for the users of the library.

Initial purchase suggestions for library materials may come from all personnel --teachers, coordinators, administrators. Students will also be encouraged to make suggestions. The librarian will recommend materials to be included in the school library. Final approval and authority for distribution of funds will rest with the media specialist and the principal. Gifts of library books will be accepted in keeping with the above policy selection. Complaints about library books will be handled in line with committee policy on complaints about instructional materials.

## **Withdrawal of Library Materials**

The continuous review of integrated learning center (library) materials is necessary as a means of maintaining a useful and active collection. As new materials are selected and added, some older materials are withdrawn. The responsibility for determining which materials shall be withdrawn shall rest with the professional staff.

Among the other reasons for withdrawing an item shall be the following:

Curricular changes have rendered superfluous materials (or multiple copies of materials) formerly used but no longer in demand.

Materials contain information which is outdated or no longer accurate or current.

Materials intended for recreational reading have become dated or unattractive and are no longer in demand. Some books which are deemed standards or classics shall be retained even though they rarely circulate.

Materials have worn out, been damaged or physically deteriorated, and have lost utility, and/or appeal.

Materials have been superseded by newer items which present the same information but in superior format.

## **Gifts**

Gifts must be in useable condition. Gifts are examined for content and appropriateness to instruction. They are cataloged as gifts and disposed of in the same manner as other media items.

## **Reconsideration of Materials**

In case of a complaint, the following procedure shall be followed:

The complainant shall file the complaint, in writing and on the approved form, with the school administrator.

The school administrator shall refer the complaint to the Building Media and Technology Committee to consider the validity of the complaint. After reviewing the complaint, the committee shall read, watch or listen to the material in question and write an answer to the complaint, detailing their opinion of the item in question in a timely manner.

The Building Media and Technology Committee shall meet with the complainant to discuss the item and to try to reach an amicable and acceptable decision of the issue.

A written report of all actions taken by the Committee shall be sent to the Assistant Superintendent for Instruction and the Director of Educational Media and Technology.

If the complainant does not accept the decision of the Committee at the local school level, the complainant shall be referred to the County Committee. The County Committee shall follow the same procedure and make recommendations.

If the complainant does not accept the County Committee's decision, the County Committee shall make recommendations to the Superintendent and the Board of Education. Then the ultimate decision will be the responsibility of the Board of Education.

The appropriate form shall be the Form for Reconsideration of Materials found in the Appendix of the Media Specialist's County Handbook. Copies of this form will be given to anyone approaching the principal, teacher or media specialist with a complaint.

## **Media Center Hours**

The media center is open from 7:00m - 3:30pm, Monday through Friday.

## **Copyright Policy**

The media specialist is expected to act as a “copyright advisor” for reproduction and use of copyrighted print, non-print and electronic information. A copy of *Copyright: A guide to information and resources, 2<sup>nd</sup> edition* by Gary H. Becker is located in the media center for reference.

### Quick Reference to Copyright (From Gary Becker’s book)

*Copyright Definition:* Copyright is a property right granted to authors, the purpose of which is to advance the public welfare by promoting artistic and scientific progress.

#### *Photocopying: (Single Copies – Teacher/Classroom Use)*

1. A chapter of a book
2. An article from a periodical or newspaper
3. A short story, short essay or short poem
4. A chart, diagram, cartoon or picture from a book, periodical or newspaper

#### *Photocopying: (Multiple Copies – Teacher/Classroom Use)*

1. A complete poem if less than 250 words
2. An excerpt from a longer poem, not to exceed 250 words
3. A complete article, story or essay of less than 2500 words
4. Excerpt from a larger article, story or essay not to exceed 2500 words or 10% of the whole, whichever is less
5. One chart, graph, diagram, cartoon or picture per book or periodical issue
6. Special works containing prose, poetry and illustrations but limited to no more than 10% of the total

## **Videotape/DVD Policy**

Videotapes/DVD’s that are educational and purchased by the school are part of the school media center collection and may be used at the teacher’s discretion.

Guidelines for Public Performance, Music, Audiovisual Works, Video, etc. may be found in Gary Becker’s books which is located in the Media Specialist’s office.

Videos brought from home or by a student must be previewed by the Media Specialist and preferably by at least one member of the Building Media and Technology Committee. It must be approved prior to viewing. The teacher must submit the video and the appropriate form.

(Request to Show Non-School Videos)

Under no circumstances shall a video rented from a rental facility be shown in a school. This is in violation of Richmond County Board Policy and copyright laws.

## **Lost or Damaged Items**

Students must pay for the replacement cost of the lost book. Students will also be charged for damage to books. This includes both library books and textbooks. Students will also be charged \$1.00 for any damaged or missing barcodes.

## **Overdue Materials**

Students will not be charged for overdue books only books that are lost or damaged. All fines must be paid by the end of the school year, or the student's report card will be held. Teachers will receive a computer-printed list of students who have overdue books during each nine-weeks.

## **Circulation Policy**

Students may check out three books for a two-week period. Reference materials may be checked out overnight only. Students may check out additional books if they are working on a special projects. Books may be renewed for an additional two weeks. Materials may be placed on reserve by a teacher for a class assignment. These materials are used in the library and do not circulate for a specified time. If a student wants a book that is checked out, the book can be put on hold for the student. It will be set aside for the student when it is returned.

Students who have overdue books may not check out additional books until the overdue books are returned and/or the fine is paid. (This is up to the media specialist's discretion.)

Students who have not returned all materials, or who have not paid for lost/damaged books by the last day of school will not receive a report card. All books are due two weeks before the end of the school year when circulation of materials for students will cease. Teachers may continue to check out books and materials for use by their students in the classroom.

## **Media Center Procedures**

- Students must sign in to the computer. They must have a signed pass from a teacher with them that includes their name, date, time, and teacher signature.
- Students will be on task while they are in the Center. On task means that the student is doing what they came to do (i.e., checking out a book, doing research, returning books, paying fine). If they are observed as not being on task, the media specialist or media assistant will give that student one warning. If a second warning for any reason is given, the student will be sent back to class without checking out any books and with the behavior noted on the student's pass and the teacher will be notified.

- No food, candy, gum, or drinks are allowed in the center. If a student has any of these items on them while in the Center, they will be sent back to class without any checkouts and with the behavior noted on their pass. The teacher will also be notified.
- Students will show respect for all adults in the Media Center. Failure to do so will result in the student being sent back to class.
- Any serious discipline problems will result in the student being escorted by the media specialist to the principal or assistant principal's office.
- Students must follow the Richmond County Board of Education Internet/BYOT Acceptable Use Policy.

## **INTERNET ACCEPTABLE USE POLICY/PROCEDURES & PHOTO RELEASE**

See Student Code of Conduct pages 28-33

### **BYOT**

BYOT allows students to bring their Own Technology. Students should follow the same Internet AUP as with any school technology. Students are responsible for their own technology. Cell phones are only to be used in classrooms with the teacher's approval. The

### **GEORGIA STUDENT MEDIA FESTIVAL**

The purpose of the Georgia Student Media Festival is to stimulate student interest and involvement in all types of media production. This is accomplished by providing an opportunity for students to show their work to an interested audience, to have the work critiqued by a panel of expert judges, and to be stimulated by the work of other students. This festival is sponsored by the Georgia Association for Instructional Technology. K-12 festival activities progress through three successive levels: local, system, and state. More information about the Georgia Student Media Festival is available online at: <http://www.gait-inc.org/GSMF/index.htm>

## APPENDIX

### State Standards for Media

The Georgia Department of Education standards for media centers and their staffing are detailed in the Media Specialist Handbook: You are the Key. Each media specialist is responsible for being familiar with the contents of the location of this State guide. A brief synopsis of frequently asked topics follows, which come from the Department of Education. Each school will have a media center. Media centers built after January 1, 1982 must contain the nine functional areas as required in A Guide for Planning and Construction of School Facilities in Georgia: Media Center Facilities. Media specialists are assigned to schools based on FTE counts. Schools with 250 or fewer FTEs must have as a minimum of one half-time media specialist; the media center must be opened with adult supervision during the entire instructional day. Schools with more than 250 FTEs will have a least one full-time media specialist. Media assistants will be assigned when the FTE count for a school reaches one third over base size, as determined by staff standards. A second media specialist shall be assigned according to a formula as school's FTE reaches a proscribed level over base size. The Georgia Department of Education, the Georgia Accrediting Commission and the Southern Association of Colleges and Schools standards will be followed for collection requirements. These standards include: A high school media center must have a consistently growing collection with a minimum of 10 books per student and other materials suitable for use in sound instructional program. The materials collection shall include periodicals appropriate for and related to the interest of the students. The distribution of periodicals shall represent all areas included in the instructional program. One or more daily metropolitan newspaper and one or more local newspaper shall be included. Non-print materials shall be provided as indicated by the needs of the instructional program and in accordance with expenditures. All materials shall be cataloged using the standard Dewey Decimal System and using the MARC format. Circulation records shall be kept for the purposes of evaluating student use of the media center. Each student shall have regular and frequent access to the media center on both an individual and class group basis. The media collection shall be weeded annually to remove materials that are badly worn or out of date. There shall be evidence that students have continual access to use books and other learning materials. Georgia Board of Education Standard 1-11 states that there must be accessibility of the media center for both individual students and groups simultaneously throughout the instructional day during each day of the year. To this end, the center should be available for students and teachers to use according to instructional need rather than to a predetermined schedule. To insure maximum use of school media resources, the center must be open every day that school is in session. The center should not be closed to facilitate meetings or testing programs. It is recommended the center accommodate students before and/or after the school day. Insuring accessibility during the inventory process may require some temporary alteration in the hours of operation, or in the availability of materials for circulation, or the level of services provided to students and staff. Such modifications should be approved by the school administrator and announced in advance but should not include closing the facility.

**GADOE Code IFBD**  
Media Programs  
**160-4-4-.01 MEDIA PROGRAMS**  
**(1) REQUIREMENTS**

(a) Each local board of education shall adopt a media policy that

1. Provides for the establishment of a media committee at the system level and each school.

2. Requires development of procedures for the school system and for

(i) Selecting materials locally,

(ii) Handling requests for reconsideration of materials,

(iii) Considering gifts of instructional resources

(iv) Using non-school owned materials,

(v) Complying with copyright law,

(b) The local school superintendent shall appoint a system media contact person to serve as a liaison to the department.

(c) Each school shall have a media center staffed by media personnel in accordance with Rule 160-5-1- 22 Personnel Required and shall develop processes to implement system media policy and procedures. The following shall be included in school media program implementation.

1. A plan for flexibly scheduled media center access for students and teachers in groups or as individuals simultaneously throughout each instructional day. Accessibility shall refer to the facility, the staff, and the resources and shall be based on instructional need.

2. A media committee that makes recommendations and decisions related to planning, operation, evaluation and improvement of the media program. This committee shall annually evaluate media services and develop a multi-year media plan for budget and services priorities.

3. Collaborative planning that includes joint determination by media specialist and teachers to ensure use of media center resources and services that support on-going classroom instruction and implementation of the state-adopted curriculum.

Authority O.C.G.A. &20-2-167; 20-2-168(B); 20-2-182(F); 20-2-184. Adopted: May 14, 1998  
Effective: June 15, 1998  
Roles and Responsibilities of the Media Specialist (as defined by the Georgia School Library Media Specialist Handbook available at [http://www.glma-inc.org/handbook\\_roles\\_media.htm](http://www.glma-inc.org/handbook_roles_media.htm))

## **Roles/Responsibilities of Media Specialist**

Roles and Responsibilities of the Media Specialist (as defined by the Georgia School Library Media Specialist Handbook available at [http://www.glma-inc.org/handbook\\_roles\\_media.htm](http://www.glma-inc.org/handbook_roles_media.htm))

### **ROLE I**

**Provides instructional leadership in the use of information resources and literature.**

#### **Responsibilities:**

- **Plans collaboratively with teachers to integrate literature, resources and information literacy skills into the curriculum.**

#### **SAMPLE TASKS**

1. Utilizes an appropriate record of planning.
  2. Promotes literature and reading.
  3. Assists with instruction and evaluation of collaboratively planned units.
  4. Assists teachers in the selection and utilization of appropriate resources, technologies, and general literature.
  5. Recommends strategies for the integration of all resources into instruction.
- **Develops and provides instructional opportunities with information technologies for staff and students.**

#### **SAMPLE TASKS**

1. Assists students and staff in the access and utilization of resources and technologies.
  2. Provides orientation for students and staff as needed.
  3. Promotes awareness of outside resources such as public and college libraries, online services and community resources.
- **Provides information about and complies with copyright laws.**

#### **SAMPLE TASKS**

1. Disseminates current copyright information to staff and students as appropriate.
  2. Seeks outside consultation for clarity on copyright matters when necessary.
- **Collaborates with teachers and students on material production.**

#### **SAMPLE TASKS**

1. Assists students and staff with production activities.
2. Provides instruction in production techniques using a variety of formats.

### **ROLE II**

**Develops, administers, and manages programs and facilities for the use of information resources and technologies.**

## **RESPONSIBILITIES:**

**Develops, evaluates, and revises policies and procedures, and services of the program/center.**

### **SAMPLE TASKS**

1. Sets short- and long-term goals for the media program/center.
2. Seeks input from and informs students, staff, and community about the media center, its resources, services, and program.
3. Maintains and uses statistical reports.
4. Coordinates the procedures for challenged materials.

- **Provides leadership in collaborative planning for school technology, resources, and needs.**

### **SAMPLE TASKS**

1. Serves as a permanent member of the school media/technology committee.
2. Assists in identifying resources that support the curriculum.
3. Coordinates installation and maintenance of hardware and software.
4. Serves a contact person for technology support staff and service vendors.

- **Administers and maintains a center and a program that fosters a positive learning environment.**

### **SAMPLE TASKS**

1. Maintains a flexible, accessible schedule.
2. Supervises student behavior in the Media Center.

- **Ensures effective organization of center and resources.**

### **SAMPLE TASKS**

1. Maintains the Media Center database in accordance with professional standards.
  2. Catalogs and processes resources purchase for circulation.
  3. Maintains the Media Center network, including effective circulation and retrieval systems.
  4. Promotes the appropriate use of online resources, such as the Internet.
  5. Disseminates information about the Acceptable Use Policy and monitors that policy within the Media Center.
  6. Facilitates distance learning resources by managing satellite and cable reception and disseminating information regarding educational programming.
  7. Inspects, maintains, and weeds all Media Center resources.
- Selects and orders resources consistent with system policies and with school curriculum needs.

### **SAMPLE TASKS**

1. Analyzes the Media Center collection based on curriculum and instructional needs.
2. Seeks input for collection development and uses appropriate selection tools.

3. Maintains a consideration file for future purchases.
4. Prepares purchase orders consistent to administrative guidelines.
5. Monitors the Media Center budget.
6. Provides assistance with software and hardware evaluation and acquisition by serving on school and system-wide committees and consulting with appropriate vendors.

- **Provides supervision and leadership for staff including clerical, paraprofessional and technical.**

### **SAMPLE TASKS**

1. Assists with interviews and evaluations.
2. Ensures proper training.
3. Provides daily supervision and guidance.

The Role of School Library Media Support Personnel:

**Support Personnel is no longer funded in Richmond County.** The Media Specialist assumes all the responsibilities of the role of support personnel. Parent and Student volunteers may also help with some of the responsibilities. The requirements are as follows:

(as defined by the Georgia School Library Media Specialist Handbook available at [http://www.glma-inc.org/handbook\\_roles\\_support.htm](http://www.glma-inc.org/handbook_roles_support.htm))

In the school library media program, support personnel (i.e. clerks, aides, paraprofessionals or secretaries) assume responsibilities designated by the media specialists which assure smooth library media center operations and services while enabling the library media specialist to devote more time to professional service activities such as planning with teachers for maximum utilization of resources in instruction or incorporating information skill instruction into course content. In this role, the library media support person:

- assumes responsibility for operation of the library media center and supervision of activities in the approved absence of the library media specialist;
- operates and maintains media-related equipment;
- assists in training volunteers;
- assisting in producing materials
- assists students and staff in utilizing and operating equipment;
- supervises small groups of students in retrieving materials, finding information or other activities;
- repairs print and non-print materials.
- processes materials according to established procedures;
- explains location and arrangement of resources to students and staff;
- assists students and staff in use of the catalog to the center's resources;
- prepares reports as directed;
- assists students and staff in assembling resources for classroom use;
- assists in borrowing materials from other collections;
- prepares displays and bibliographies from preselected items;

- types and processes library media center correspondence, reports, orders, and records into the automation system;
- operates the circulation system and compiles circulation records;
- assists in inventorying materials and equipment;
- assists in all phases of materials processing;
- reshelves and maintains correct order of returned materials;
- prepares current periodicals for shelving and maintains collection of back-dated issues;
- assists in maintaining an orderly, neat, and attractive atmosphere in the media center.

## LIBRARY MEDIA CENTER COLLABORATION FORM

Teacher: \_\_\_\_\_

Class Period: \_\_\_\_\_

Class Size: \_\_\_\_\_

Grade Level: \_\_\_\_\_

GPS Standard/Information Literacy Skill: \_\_\_\_\_

Planning Dates: \_\_\_\_\_

Library Dates: \_\_\_\_\_

<p><b><u>Goals/Objectives:</u></b>  <b>What do you want students to know?</b></p>	<p><b><u>Proposed learning activities and projects:</u></b>  <b>What should students be able to do?</b></p> <ul style="list-style-type: none"> <li>● Select information appropriate to the problem or question at hand</li> <li>● Determine accuracy, relevance and comprehensiveness</li> <li>● Other</li> </ul>
<p><b><u>Instructional Strategies:</u></b></p> <ul style="list-style-type: none"> <li>● Students do preliminary reading to establish scope of research</li> <li>● Establish essential and supporting questions</li> <li>● Students work independently or in groups</li> <li>● Other</li> </ul>	<p><b><u>Resources:</u></b>            Books placed on reserve shelf for the following dates: _____            May students use the encyclopedia as at least one resource? YES NO</p> <p><u>Print:</u>                      <u>Electronic:</u></p>
<p><b><u>Classroom Teacher's Responsibility:</u></b></p>	<p><b><u>Media Specialist's Responsibility:</u></b></p>

REQUEST TO SHOW NON-SCHOOL VIDEOS

Must be submitted TWO WEEKS prior to date of use to allow for previewing.

Title of Video \_\_\_\_\_

Source of Video \_\_\_\_\_

Relationship to Curriculum \_\_\_\_\_

Date I wish to show Video \_\_\_\_\_

I request the Building Media and Technology Committee preview the above video with the intent that it be used in my classroom for the above educational reason.

Teacher \_\_\_\_\_ Date \_\_\_\_\_

Approved: \_\_\_\_\_

Disapproved: \_\_\_\_\_

**FORM FOR RECONSIDERATION OF MEDIA**

Media consists of all types of print and non-print materials.

Type of media \_\_\_\_\_

Name of item \_\_\_\_\_

Publisher and/or Author \_\_\_\_\_

Complainant's Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Complainant represents:

\_\_\_ Him/herself

\_\_\_ Organization (Name) \_\_\_\_\_

\_\_\_ Other Group (Name) \_\_\_\_\_

Did you read, view or listen to the complete item: Yes \_\_\_ No \_\_\_

How was the item acquired? (Assignment, free selection, from a friend, etc.)

Is the item part of a series? Yes \_\_\_ No \_\_\_ If yes, did you read, view or listen to the set or series? Yes \_\_\_ No \_\_\_

What is objectionable regarding the item and why? (Be specific)

Were there good section included in the item? Yes \_\_\_ No \_\_\_

If yes, please list them:

What do you feel might be the result of using this material?

What do you believe is the theme of this material?

Did you locate reviews of this item? Yes \_\_\_\_ No \_\_\_\_

If yes, please cite them: \_\_\_\_\_

If no, why not? \_\_\_\_\_

Did the review(s) substantiate your feelings? Yes \_\_\_\_ No \_\_\_\_

Is there any educational merit to the items? Yes \_\_\_\_ No \_\_\_\_

If yes, what do you feel would be the approximate grade level(s) \_\_\_\_\_

How do you see the item being utilized in an educational program?

List the persons with whom you have discussed the item

Name	Title/Occupation	Address
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What were their reactions and/or opinions?

What do you suggest be done with the item in question?

What do you suggest be provided to replace the item in question?

\_\_\_\_\_  
Signature of Complainant

\_\_\_\_\_  
Date